

FALL/WINTER CLASS REGISTRATION FORM

Please Use this form for classes and show tickets. Please use bus form for bus trips.

**PLEASE PRINT ALL INFORMATION, SIGNATURE REQUIRED BELOW
THIS FORM MAY BE DUPLICATED**

NOTE: Bus Trips have their own form. If not in booklet, please call 978-264-9608 or visit: www.acton-ma.gov

1. Participant Name: _____ Program # _____ Session# _____
Program Name: _____ Age: _____ Grade (Fall 08): _____ Class Fee: \$ _____

2. Participant Name: _____ Program # _____ Session# _____
Program Name: _____ Age: _____ Grade (Fall 08): _____ Class Fee: \$ _____

3. Participant Name: _____ Program # _____ Session# _____
Program Name: _____ Age: _____ Grade (Fall 08): _____ Class Fee: \$ _____

CLASS FEE TOTAL: \$ _____

If any participant(s) is under age 18 for any class please PRINT parent Name: _____

Address: _____ Town: _____ Zip: _____

Email: _____

(note: email addresses will not be distributed-they are for class notifications and recreation updates)

Telephone: (list in order)

(1) _____ (2) _____ (3) _____

By signing below I acknowledge the following:

I agree to hold harmless the Town of Acton and/or its employees from claims or liability related to any accident that may occur. I give permission for medical treatment to be given if the need arises. I acknowledge the refund policy for the program in which I have signed up for.

REFUNDS & WITHDRAWALS POLICY: You may withdraw from a program up to 7 (seven) business days prior to the start date--an administrative fee of \$10 will be applied to all registrations. After that time, no refunds will be issued. All refunds must be submitted in writing to the Recreation Department requesting withdrawal and refund. It will take two-three weeks for the refund to be processed. Refunds will not be made for classes missed due to inclement weather. Exception to policy: a written letter from a licensed physician excusing participant from a program. The Recreation Department reserves the right to suspend a participant in a program due to inappropriate behavior. No refunds will be given for any participant who has been suspended from a program. **NOTE: Certain programs and trips have separate refund policies and will be duly noted in description and /or on form.**

CLASS CANCELLATION POLICY: Classes are cancelled if Acton Boxborough Schools have closed or have early dismissal due to weather. Notification via email for Recreation Dept. run programs will be made if a class is cancelled due to poor weather or field conditions. Programs run outside of the Recreation Department are responsible to notify participants of class cancellations. Efforts will be made to make-up weather cancelled classes, but are not guaranteed. Any class cancellations due to an illness of an instructor will be made-up or refunded. Refunds will not be offered due to a participant's inability to partake in missed make-up sessions.

Signature of Parent/Guardian or Class Participant over age 18

Date

(Must be signed to participate)

The Recreation Department accepts cash, check, money order, VISA or MasterCard.

NOTE TO STAFF:

SPECIAL ACCOMMODATIONS-In order to enhance participation, please identify any special accommodations needed:

Checks payable to: **Town of Acton.** Credit card transactions must be completed at the Recreation Dept.

A \$3 fee up to \$99 and \$3 for each \$100 after is added to credit card transactions.

Please mail or bring completed registrations with payment to:

Town of Acton Recreation Department, 472 Main Street, Acton, MA 01720

Phone: (978) 264-9608 Fax: (978) 264-9630

www.acton-ma.gov

For Office Use: Received by: _____ Date: _____ Check # _____ Cash MasterCard VISA Amount \$ _____

